

2. How to request a copy of library material (Revised version of 4/5 2021)

If you meet with the following requirements in I , you can request a copy of library material to be delivered to your home. Please make a request by following steps according to your needs:

I . Make sure if you are eligible to request (Go to II if you clear all requirements)

- I need a copy of Central Library material which is not for loan.
- I am a student of Nagoya University.
- A material I need is not available via contract e-resources, or not open access on the web.

II . Steps of request

1. Make sure the material is not for loan or not available via E-journal by searching it in [Nagoya University Library Search](#).
 - “Location” field shows “Cent Lib Journal”, “Status” field shows “Not for loan” or “Circulation: Unavailable” is appeared in “Note” field when clicking on “Location” link.
 - “E-Journals / E-Books Listing” does not appear or volume I need is not shown.
2. Put necessary information in [Application Form of Copy Services \(Excel\)](#) and E-mail it to sogo@nul.nagoya-u.ac.jp. (We may cancel your request if any field is incomplete. [Example of entry \(PDF\)](#))

Subject of Email: Request for copy of library material.
3. Receive a dispatch notice at sender E-mail address when a copy is dispatched.
4. Receive a copy by post.

■Notice

- Cancel of the request is not acceptable.
- It may take about 1 week till a copy to be dispatched. Dispatch time may vary according to how busy the service is.
- You are allowed to request up to 5 articles at per request.
- Copy is limited to the extent the Article 31 of the Copyright Act permits.

Information about copyrights (National Diet Library):

<https://www.ndl.go.jp/en/copy/copyright/index.html>

■ Others

The personal information obtained for "Borrowing and Delivery" Service will not be used for any other purposes.